

 <p>Michigan Department of Human Services</p> <p>CSA</p> <p>Children's Services Administration Communication Issuance</p>	Type: <input type="checkbox"/> Informational Memorandum (IM) <input checked="" type="checkbox"/> Program Instruction (PI) <input type="checkbox"/> Policy Guide (PG)	
	Issuance Date: 11/04/13	Obsolete Date: 10/01/2014
	Response Due: 11/27/13	
	Log No.: 13-135	
	Contact: BSC Director and/or Child Welfare Analyst	
	Originating Office: Child Welfare Field Operations	
	Subject/Title: Local Office Funding Expert and Protocols	
	Distribution: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> DHS Child Welfare Staff <input type="checkbox"/> Private Agency Child Welfare Staff <input checked="" type="checkbox"/> CSA Central Office Managers/Staff <input type="checkbox"/> Native American Tribes <input type="checkbox"/> Data Management <input checked="" type="checkbox"/> DHS County Directors <input type="checkbox"/> Adult Services Staff <input checked="" type="checkbox"/> Other: BSC Directors </div> <div> <input type="checkbox"/> BCAL <input type="checkbox"/> CWTI <input type="checkbox"/> SACWIS </div> </div>	

In order to ensure that a range of funds is available to meet individualized needs of children and families, local office flexible funding protocols and identification of staff knowledgeable about funding resources need to be updated for fiscal year 2014.

The following action is needed by 11/27/13:

1. Review and update your Local Office Funding Policy and Procedure – FY2014. An example of a local office protocol that designates local office funding expert(s) available to assist staff with flexible funding resources and outlines procedures to access that funding is attached. Please Note: the local office funding expert must be non-caseload carrying and readily accessible to a case manager.
2. Update, distribute, and review with staff the Purchased Services and Flexible Funding Overview. Attached is a template for the Purchased Services and Flexible Funding Overview. This is a county-specific reference tool for use by child welfare staff and supervisors, which lists major funding sources. If county-specific services and flexible funds are available, county directors must add them to this reference tool prior to distribution to staff.
3. Distribute the attached Funding Sources & Flexible Funds Grid. This detailed reference tool contains notes on eligibility criteria, approval processes, policy cites, funding limits, and approval authority reminders. This tool would be appropriate as a reference for the designated Local Office Funding Expert(s), County Directors, Program Managers, and supervisors.

The Updated Local Office Funding Policy and Procedure – FY2014 and the county-specific Purchased Services and Flexible funding Overview must be submitted to your BSC Director no later than 11/27/13.

____ County Purchased Services and Flexible Funding Overview

County Child Care Fund (CCF)

County Child Care Funds provide financial care and assistance for *county-funded* children in out-of-home care who are not eligible for state or federal funding. In addition to room and board payments to foster parents, CCF can also cover various services and flexible funding per the county's specific In-Home Care plan (for example, counseling or parenting classes). CCF can cover non-scheduled payments such as clothing allowances and other needs (see *Non-Scheduled Payments*, below). In some county plans, services to *prevent* removal may also be available.

____ County CCF-funded Services:
(list the county-specific services and flex funds authorized in your County Child Care Plan)

Non-Scheduled Payments (DHS-634)

Non-Scheduled Payments are accessed using SWSS FAJ, and may include Title IV-E, State Ward Board & Care (SWBC) or County Child Care as the funding source. Non-scheduled payments may be used for such needs as clothing allowances, certain medical and dental expenses, mental health evaluations, certain educational expenses and tutoring, assisted care and special supervision needs, transportation needs, holiday allowances, and other exceptional requests. See detailed categories under the "Service Code" field in SWSS for Non-Scheduled 634 payments, and confer with your local office funding expert.

DHS-93 Form Payments

This form may be used to pay for such needs as psychological, psychiatric, and medical evaluations, sexual abuse exams and assessment, substance abuse assessments, drug screens, and medical records. Service categories and coding instructions may be found in Online Manuals, RFT 285 and SRM 234.

Child Safety and Permanency Plan (CSPP)

Funding to support services for families with an open CPS case (Category I, II or III), or families with children in DHS-supervised out-of-home placement, including Juvenile Justice. Funding is intended for family preservation and reunification, to increase the safety of children, and to increase permanency for children through reunification or prevention of placement disruption. In addition to contracted services, flexible funding is available through *Family Reunification Funds*, a sub-account of CSPP.

____ County CSPP-funded Services:
(list the county-specific services and flex funds authorized out of CSPP in your Comprehensive Local Office Purchasing Plan (CLPP))

Child Protection/Community Partners (CPCP)

For families investigated by CPS within the past (18) eighteen months where either: (1) a preponderance of evidence of abuse or neglect was found and the structured decision-making tool indicates low or moderate risk; or (2) there is not a preponderance of evidence but the structured decision making tool indicates a risk of future harm to the child (Category IV- community resources recommended).

Funding is intended for services to families at-risk of child abuse or neglect, to help reduce re-referrals and improve family functioning and well-being. Flexible funding is available up to \$300 per family annually as indicated in contracts under this funding source, or as approved as a line item in the Comprehensive Local Office Purchasing Plan (CLPP).

____ County CPCP-funded Services:
(list the county-specific services and flex funds authorized out of CPCP in your Comprehensive Local Office Purchasing Plan (CLPP))

Strong Families/Safe Children (SFSC)

Funding to target placement prevention, family reunification, adoption promotion and support, and supportive services to parents or primary caregivers responsible for children with an open CPS case or who have had a CPS case within the past 18 months. Services intended to promote of child safety, permanency and improved family functioning. Flexible funding is available up to \$300 per family annually as indicated in contracts under this funding source, or as approved as a line item in the Comprehensive Local Office Purchasing Plan (CLPP).

____ County SFSC-funded Services:
(list the county-specific services and flex funds authorized out of SFSC in your Comprehensive Local Office Purchasing Plan (CLPP))

Adoptive and Foster Parent Recruitment & Retention (AFPRR)

For recruitment, retention, mentoring, support and training to potential and existing foster/adoptive parents.

____ County AFPRR-funded Services:
(list any county-specific services and flex funds authorized in your AFPRR plan)

Direct Supportive Services (DSS)

Funds for TANF (Temporary Assistance to Needy Families) eligible families. Funding to address barriers to achieving self-sufficiency and employment, which may overlap with Children's Services case goals. If related to employment, barriers may indicate counseling needs, employment training, relocation, vehicle purchase or repair, work clothing, etc. Vehicle repair limit: \$900 in 12 months. Vehicle purchase limit: \$2000 once in lifetime. Must be working or have a verified job offer. When a client is active or pending with Children's Services and this is considered the primary reason for service referral, DSS funds must not be used.

____ County DSS-funded Services:
(list the county-specific services and flex funds authorized out of DSS in your Comprehensive Local Office Purchasing Plan (CLPP). Retain:

*Requests for these funds are made through Bridges.

*Flexibility is only allowed within the limits of each funding source.

Emergency Services (ES)

ES funds are to meet local office needs not covered by the State Emergency Relief (SER) program. A SER denial is required for all ES requests. Priorities are to ensure safe housing, to prevent persons needing to use emergency shelters, and assisting with relocation from an emergency shelter as soon as possible. Additionally, ES funding may be used to help families remain in their own home. Covered services include:

groceries, hotel, security deposit, rent or mortgage, back taxes, home repairs, emergency transportation, emergency medical, limited household items (\$100 maximum), and various limited cost items to sustain families remaining in their own home. ES may not be used for any energy services, including heat, electric or furnace repair/replacement.

____ County ES-funded Services:

- Flexible funds. Requests for ES funds are made through Assistance Payments workers. Must have an SER denial, complete a DHS-1291, and obtain approval from AP Program Manager.

_____ County DHS
Local Office Policy and Procedure

Effective/Revision Date:

Subject: Identifying and Requesting Purchase of Services and Flexible Funding

This procedural memo outlines and updates our local protocol for Children's Services staff identifying requesting purchased services (e.g. Counseling, Parent Aide, etc.) as well as flexible funding to meet case needs. In order to ensure that our broad range of funding sources- including needed flexible funds- are fully identified to meet the needs of the children and families we serve, our local office will utilize the following procedures for full consideration and identification of appropriate funding and services:

County Funding Source Overview Desk Aide

With each new fiscal year, first-line child welfare staff and supervision will be provided with a *County Funding Source Overview* guide, wherein funding source descriptions will be listed in conjunction with the specific local office services and flexible funds available under each funding source. This is meant to promote overall caseworker and supervisory awareness of the broad range of funding opportunities during their case planning and review activities.

Local Office Funding and Resource Expert

The second-line Children's Services Program Manager will serve as our local office *Funding and Resource Expert*, with the county Director as backup. **Referrals for counseling, drug screens, other services, and requests for flexible funds are to be submitted first to the worker's supervisor, and then forwarded to the second-line Program Manager or County Director for final approval and certification of the proper funding source.** If neither the Programs Manager nor the County Director are available and a referral needs to be made immediately, first-line supervisory approval is sufficient to submit the referral, with copies to be left for the Program Manager's review and any needed follow up upon their return.

In the event that a need exists for a child or family, but where there does not appear to be an available funding source, consultation will in every instance be sought with the local office Funding and Resource Expert, the County Director, and the Business Service Center, as needed, to ensure that every effort is made to meet the need in question.

Referrals for Counseling

All Counseling referrals (including Outreach, Clinical, and Group) are to be made using the "*Counseling Services Referral*" form, DHS-839. No other referral form is acceptable for Counseling Services. The Programs Manager will review the referral and the designated funding source, in accordance with our local guide for determining the proper funding sources for Counseling services, and in review of our current expenditure reports. The Programs Manager will also ensure that a copy of the referral is forwarded to the county Contract Administrator for entry on the tracking system.

Referrals for Other Services and Drug Screens

For Drug Screens and purchased services other than Counseling (e.g. Parent Aide, Parenting Classes, Visitation Supervision Aide, etc), use our locally developed *Purchase of Service Referral* form- "POSrfrl" on the server. The Programs Manager will review the referral and designated funding source in accordance with funding availability and in review of our current expenditure reports. The Programs Manager will also ensure

that a copy of the referral is forwarded to the county Contract Administrator for entry on the tracking system, where appropriate.

Requesting Flexible Funds for Child/Family Needs

When seeking approval to purchase goods or to otherwise request various flexible fund expenditures, workers are to utilize a DHS-1291 form along with any other needed documentation, and present to their supervisor for initial review and approval. The request is then to be taken to the Programs Manager for review, approval, and identification or confirmation of the proper funding source, based on funding availability. If the Programs Manager is unsure of the proper funding source, or if it appears that there is no source to meet the need, the request is to be taken to the County Director for further exploration toward a resolution, in order to ensure that the need is met.

FUNDING SOURCES & FLEXIBLE FUNDS GRID

FUNDING SOURCE	POLICY ITEM/ FUND ACCOUNT NUMBER	ELIGIBILITY CRITERIA	APPROVAL PROCESS	MAX ALLOWABLE	APPROVAL AUTHORITY
SER (State Emergency Relief)	<ul style="list-style-type: none"> SER Manual ERM 103 ACM 412-413 	<p>Requires an application by the client and eligibility determination by FIS or ES. Community partners may help Michigan residents apply on-line for benefits by providing a computer and/or one-on-one assistance with application.</p> <p>SER eligibility is determined by FIS/ES.</p> <p>Examples: Energy Assist., Utility shutoffs & eviction notices</p>	<ul style="list-style-type: none"> DHS-1514 filled out by client On-line application through MIBridges DHS-849 Original bill/invoice Co-payment verification Paid in Bridges FISCAL: Send to ASC. 	Limits vary by type of emergency	<p>Paid by ASC</p> <p>On-line Payment: FIS/ES Worker</p>
ES (Emergency Services)	<ul style="list-style-type: none"> L 09-071 ES Program Standards, CCM-50 ACM 414 ERM 209 	<p>Requires SER application and decision notice. Payment must resolve the emergency and meet local needs not covered by SER. Cannot be used for energy-related services</p> <p>ES eligibility is determined by FIS/ES.</p> <p>Examples: Homelessness Prevention, table, chairs & beds</p>	<ul style="list-style-type: none"> SER decision notice by FIS/ES DHS-1291 signed by worker & supervisor Written verification of an Emergency need or an estimate Original bill/invoice when paid FISCAL: Send to ASC. 	Limits vary by type of emergency Furniture \$500 max/ issuance Household items \$100 max/ issuance	<p>FIM/AP Supervisor ↓ Central Administration AP Program Manager</p>
DSS (Direct Support Services)	<ul style="list-style-type: none"> BEM 232 L 09-153 DSS ACM 419 	<p>Applicant or recipient of FIP/CD/MA or FAP Family. Services covered must address barriers to self-sufficiency related to employment.</p> <p>**Child Welfare Workers must coordinate with FIS/ES staff on open CPS and Foster Care cases**</p>	<ul style="list-style-type: none"> Verifications vary based on service(s) requested Bridges generated DHS 4663 signed by worker & supervisor DHS-1291 for bulk purchases only Billing Invoice All payments are authorized in Bridges FISCAL: Send to ASC. 	Varies by item	<p>Varies by county/district ↓ FIS/ES Worker and/or FIM/AP Supervisor ↓ Central Administration AP Program Manager</p>

FUNDING SOURCES & FLEXIBLE FUNDS GRID

FUNDING SOURCE	POLICY ITEM/ FUND ACCOUNT NUMBER	ELIGIBILITY CRITERIA	APPROVAL PROCESS	MAX ALLOWABLE	APPROVAL AUTHORITY
Other Administrative Expenses	ACM 421	Examples: Local office contracts under \$10,000, Birth certificates (PCA 72345), Family Incentive Grants, CSS&M	DHS-1582 sent to CPU with original documentation.		
YIT (Youth in Transition)	<ul style="list-style-type: none"> FOM 950 ACM 426 	<p>Youth who reached their 14th birthday while in foster care are eligible until their 21st birthday. This includes youth with closed cases, between ages 18 and 21, who would have been eligible while the case was open. **There are exceptions for youth ages 16-17 (see FOM 950).</p> <p>Also eligible are youth who has or had an open juvenile justice case and is in an eligible placement under the supervision of DHS.</p> <p>Also eligible are youth age 18 – 21 who were in foster care through another state after their 14th birthday.</p> <p>YIT funds are not available while in an ineligible placement, i.e. jail, detention, secure placement facility. Eligibility resumes if released to licensed or state approved foster care placement.</p> <ul style="list-style-type: none"> YIT Services YIT/MYOI Services YIT/MYOI/IDA Services YIT/MYOI/JCYOI Services* YIT/MYOI/JCYOI/IDA Services* <p>*DHS-4763, DHS-720, DHS-722-O, and DHS-722-C are not needed for these two services</p> <p>Examples: Computer, eyeglasses, senior pictures, homecoming clothing, school fees, GED preparation and testing, school supplies, sports equipment, drivers training, household start-up goods, car purchases, furniture, and first month's rent/security deposit.</p>	<ul style="list-style-type: none"> DHS-1291 DHS-4713 DHS-720 (only when request is > \$600, except in the case of 1st month's rent/sec. dep. or start-up goods) DHS-722-0 and DHS-722-C (initial eligibility determination or when the foster care case changes from "open" to "closed") DHS-146 (CANS) must be completed for closed cases prior to funding approval if not completed in last 90 days. Supporting documentation of goods/services Original bill/invoice <p>> FISCAL: Send to ASC</p>	<p>\$1000 lifetime limit on first month's rent/security deposit and start-up goods (only ages 18-21).</p> <p>\$1000 lifetime limit for start-up goods (furniture/household goods)</p> <p>\$1500 lifetime limit for computer</p> <p>\$3000 limit to purchase vehicle if county allocation allows and does not prevent other youth from being served.</p> <p>\$900 limit for vehicle repairs.</p> <p>Limits on other items are based on local office allocation funds</p>	<p>< \$600 case worker and Supervisor</p> <p>> \$600 County Director and State Office</p> <p style="text-align: center;">↓</p> <p>Policy exception- County director and Youth Services Unit</p>

=> YIT funds are not available for post-secondary education for students receiving the Education and Training Voucher (ETV).

FUNDING SOURCES & FLEXIBLE FUNDS GRID

FUNDING SOURCE	POLICY ITEM/ FUND ACCOUNT NUMBER	ELIGIBILITY CRITERIA	APPROVAL PROCESS	MAX ALLOWABLE	APPROVAL AUTHORITY
CSP/ERA (Child Safety Permanency Plan/Family Reunification Account)	<ul style="list-style-type: none"> FOM 722-12 PSM 714-2 CSP Program Standards (posted on OCP intra-net website) FR Account Program Standards ACM 422 (ERA Only) 	<p>SER and ES funding must be pursued, if applicable, prior to request for funds.</p> <p>Open Children's Protective Services (CPS) case (Category I, II, and III) at imminent risk of removal. Families with children in out-of-home placement (including Juvenile Justice), DHS adoptive families with need for post adoptive services to prevent disruption or dissolution, families with open child welfare prevention cases.</p> <p>Examples: Relocation assistance, appliances, security deposits, first month rent, and furniture. Request for transportation assistance but be certified by worker that needed to avoid removal.</p>	<ul style="list-style-type: none"> SER/ES Denial DHS-1291 signed by worker & supervisor Original Bill/Invoice Documented need in client service plan/case file. FISCAL: Send to ASC 	<p>\$500- over \$500 requires local office director's approval</p>	<p>< \$500 District Manager/Co. Director</p> <p>> \$500 Child Welfare Director or Designee (use PAL listing)</p> <p>↓</p> <p>**District office fiscal payable clerk <u>must</u> pre-audit, sign and date**</p> <p>↓</p> <p>Central Administration Payables Clerk</p>
SF/SC (Strong Families/Safe Children)	<ul style="list-style-type: none"> SF/SC Program Standards (posted on OCP intra-net website) ACM 415 	<p>SER/ES must be pursued, if applicable, prior to request for funds. May be used for families with an open DHS child welfare case including CPS, FC, & Delinquency. Also available for parents or primary caregivers who are responsible for care and have had a CPS investigation in the last 18 months or who have had 3 or more rejected CPS complaints. Services and expenditures are coded according to the relevant service category per target population and service goals:</p> <p><u>Family Reunification</u>: There is a DHS open case involving out-of-home placement, with family reunification as the goal. Families are eligible only within the 15 month period that begins on the date the child is considered to have entered foster care.</p> <p><u>Family Preservation – Placement Prevention</u>: For an open DHS CPS case (Category I, II or III), Foster Care or Delinquency case, to prevent removal or maintain return home placement.</p> <p><u>Family Support</u>: Services to promote safety and well-being of at-risk children and families, strengthen parent relationships, healthy marriages, parenting, child development. ...CONTINUED=></p>	<ul style="list-style-type: none"> SER/ES denial DHS-1291 signed by worker & supervisor: Approval must be received prior to expenditure of funds. Check the appropriate SF/SC classification, and Original bill/invoice Documented need in client service plan/case file FISCAL: Send to ASC 	<p>Average per family \$300</p>	<p><\$300 Supervisor</p> <p>>\$300 Child Welfare Director or District Manager/County Director</p> <p>↓</p> <p>**District office fiscal payable clerk <u>must</u> pre-audit, sign and date**</p> <p>↓</p> <p>Central Administration Payables Clerk</p>

FUNDING SOURCES & FLEXIBLE FUNDS GRID

		Adoption Promotion and Support: Services for <i>prospective</i> adoptive parents adopting minor children through the DHS foster care system, when adoption is the permanency goal; and for adoptive parents of minor children adopted through the DHS foster care system when the adoption has been finalized and need has been identified by DHS. Services must be designed to achieve child welfare goals of child safety, permanency, and improved family functioning including, but not limited to: parenting education, counseling,			
FUNDING SOURCE	POLICY ITEM/ FUND ACCOUNT NUMBER	ELIGIBILITY CRITERIA	APPROVAL PROCESS	MAX ALLOWABLE	APPROVAL AUTHORITY
County Child Care Fund – CCF		This fund is intended to provide financial care and assistance for county funded children in out of home care that are not eligible for state or federal funding. Example: Payment for room and board, non-scheduled clothing allowance and non-scheduled holiday allowance.	<ul style="list-style-type: none">• DHS-1291, DHS-626 or local FC invoice• Original Bill/Invoice• Supporting documentation• SWSS Placement Screen Print FISCAL: Send to ASC to be paid in LASR **Foster Care Supervisors and workers must approve expenditures on a month to month basis. **	Varies by item *Prior year expenditures can only be paid by Child Welfare Director approval*	<\$500 Supervisor \$501 - \$1500 District Manager >\$1500 Child Welfare Director ↓ **District office fiscal payable clerk must pre-audit, sign and date** ↓ Central Administration Payables Clerk

FUNDING SOURCES & FLEXIBLE FUNDS GRID

FUNDING SOURCE	POLICY ITEM/ FUND ACCOUNT NUMBER	ELIGIBILITY CRITERIA	APPROVAL PROCESS	MAX ALLOWABLE	APPROVAL AUTHORITY
CP/CP (Child Protection/ Community Partners)	<ul style="list-style-type: none"> • CHPR (CP/CP) Program Standards (posted on OCP intra-net website) 09/20/12 	<p>SER and ES funding must be pursued, if applicable, prior to request for funds.</p> <p>CPS Category III or IV investigated by CPS within the previous 18 months.</p> <p>Examples: in-home services, parenting services, counseling, W/raparound.</p>	<ul style="list-style-type: none"> • SER/ES denial • DHS-1291 signed by worker & supervisor • Original bill/invoice ➤ FISCAL: Send to ASC. 	<p>\$300 – average per family</p>	<p>< \$300 Services Sup ➤ \$300 CW Director or DM/County Director ↓ **District office fiscal payable clerk <u>must</u> pre-audit, sign and date** ↓ Central Administration Payables Clerk</p>
Adult Services-APS	ASM 220	<p>Adult Protective Services client</p> <p>Examples: Protection, Counseling, Education and training, Family centered planning, health related medical examinations and evaluations or home help services such as heavy house cleaning, household equipment, activities of daily living, instrumental activities of daily living, emergency housing</p>	<ul style="list-style-type: none"> • DHS-93 Authorization Invoice needed for approved medical services • Signed by worker and supervisor • Open case on ASCAP to service program 07 • Enroll provider for HHS • Document the need for HHS as part of APS plan in ASCAP • Document in ASCAP there are no other available funding sources • Payments are entered through payments module in ASCAP 	<ul style="list-style-type: none"> • \$666 in a twelve month period (exception process is available) • There are no exceptions to the amount available for needed services • Exceptions may be approved for services <u>not</u> listed on "list of examples"—when deemed necessary to provide for the protection of the client • Services that can be covered under another program, i.e. SER or MA or are free must not be authorized 	<ul style="list-style-type: none"> • Adult Services Supervisor • Online payment: Adult Services worker • Exception Requests: sent to Office of Adult Services for approval by e-mail, fax or ID mail